

Exam Essentials



Saffron Walden
County High School

This handout should be read in conjunction with the JCQ *Information for candidates* and other JCQ notices which have been emailed to you and can be found on the exams section of the SWCHS website.

Start times: 8.45am or 1.30pm (unless otherwise stated on your timetable)

Arrival: at least **10 mins before** the exam with correct equipment, no bags, coats or hats allowed in the exam room.

In the exam room: Silence at all times and NO COMMUNICATION with other candidates including any kind of non-verbal communication.

Leaving the exam: Leave in silence and collect any phones handed in straightaway. Be considerate to those still sitting an exam by moving away from the exam room before talking.

What items can I take into the exam room?

It is an examination offence to have unauthorised items on or under your desk or about your person and you will be deemed to have used any items found. It will be reported to the Exam Board and may result in zero marks for one or more exams. Check your pockets before the exam starts and hand anything in that you should not have with you.

ALLOWED



Black pens, pencils, erasers

Clear pencil case or clear bag

Mathematical equipment

See-through water bottle - no labels

Calculator – no lid + cleared memory

NOT ALLOWED



Mobile Phones/ any watches

Any electronic device including earbuds

Revision or course notes, books etc

Blue pens/ink erasers/tippex/gel pens

Any food or drink (other than water)

DOs	& DON'Ts
DO sit in your assigned seat	DO NOT leave your bags in Reception
DO leave your candidate card visible throughout the examination	DO NOT communicate with other candidates
DO check you have the correct paper – check subject, unit code and tier	DO NOT bring mobile phones, any types of watches or other electronic equipment into the exam room
DO read all instructions on the question paper and answer book	DO NOT take any unauthorised materials into the exam room
DO fill in the front cover in CAPITAL LETTERS using your LEGAL name	DO NOT open the question paper until told to do so
DO listen to the Invigilators' announcements	DO NOT write anything on your exam paper until told to do so
DO use black ink only (and pencil for diagrams)	DO NOT use highlighters or gel pens in your answers
DO raise your hand if you have a query, feel unwell, need more stationery or if any other issues arise during the exam. You must tell an invigilator at the time if there are any problems in the exam	DO NOT use scrap paper, all rough work must be in the answer book, put a single line through anything you do not want marked. Do not take rough work written on additional answer sheets out of the exam room – put it inside your paper
DO write in the designated sections of the answer book only	DO NOT leave your seat without permission once the examination has started
DO write how many answer books used in the boxes on the front of the first answer book	DO NOT take any used or unused answer books or question papers out of the hall
DO put any extra sheets inside the answer book	DO NOT stand outside the exam room after an exam – please move away

Fill out all the boxes on the answer booklets. You must have the following:

- The centre number - 16525
- Your 4 digit candidate number
- Your LEGAL name
- The paper code

There may also be a box for your signature and other paper information.

Troubleshooting - What should I do if?

I am late for an exam – ring school as soon as you know you are going to be late to ask for advice. Report to Reception as soon as you arrive.

If you are late for an exam, you will be allowed into the hall to sit the examination but you must tell the Exam Officer the reason for the delay.

If you arrive after 9.30am and 2.30pm, the Exam Boards will be informed and if you are very late they may refuse to mark your paper. If you arrive after the exam has finished, you will not be allowed to sit the paper.

I'm unable to sit an examination

If you are unable to sit an examination due to illness or some other cause, let the Exams Office know as soon as possible. You can also speak to your Year Office. They will be able to advise you of your options or get the Exams Officer to call you back. If you miss an exam due to illness, you must fill in a self-certification form, which is available on the SWCHS website.

My exam performance is adversely affected

You should tell us on the day of the exam if you are feeling unwell or something else is affecting your exam performance. Further details and evidence of extenuating circumstances must be submitted to the Exam Officer within 48 hours of the exam (unless told otherwise by the Exams Officer). We can then look at applying to the Exam Boards for Special Consideration. Existing illnesses or disruptive situations should be notified to the Exams Officer BEFORE the exam period starts. Please ask the Exams Officer for a Special Consideration Application Form.

I have an issue DURING an exam

For ANY problems/issues during the exams please put your hand up and let an invigilator know **as soon as possible**.

If you say something **AT THE TIME** we can usually solve most issues. Once you leave the exam room, there is far less that we are able to do.

Any issues must be emailed to the Exams Officer within 48 hours of the exam that was affected.

The Exams Officer is Miss Price – aprice@swchs.net

I lose my timetable

A copy of your timetable has been emailed to your school email address and to your parent/carer.

When do I get my results?

GCE (Level 3 courses) - 15th August 2024

GCSE (Level 2 courses) – 22nd August 2024

Results will be emailed to you and you will receive further information about this from the Year Teams.

I'm unhappy with my results

Details of how to apply for Post Results Services will be emailed to you in July and a reminder will be sent with your results. **Act quickly as you only have 6 days after results day to access Priority Services.**

When do I get my exam certificates?

Certificates are received in school in November and then need to be checked and collated. They will be ready for collection from the beginning of December. A-Level certificates are usually given out at an alumni event (often held in early January)

GCSE certificates are given out to SWCHS Year 12s in December. Students who leave at the end of Year 11 will be able to collect their certificates from the start of December.

If you need to collect your certificates after the presentation event, or you no longer attend SWCHS, please give at least 24 hours' notice that you are coming to collect them. Someone else may collect on your behalf with a letter of permission written by you, and they will be asked to show ID. Siblings or friends who still attend SWCHS can collect certificates for you with your permission.

We strongly recommend that you collect your certificates in person (or have them collected on your behalf). If you cannot arrange collection you may pay to have your certificates sent out via Parcelforce (we cannot send certificates in the ordinary post).